



The attached minutes of the Mason Transit Authority regular meeting held on the 15th day of October, 2024 were approved by the Mason Transit Authority Board, by motion, on this 19th day of November, 2024.

Signed by:

Eric Onisko

Eric Onisko, Chair

DocuSigned by:

John Sheridan

John Sheridan, Vice Chair

DocuSigned by:

Cyndy Brehmeyer

Cyndy Brehmeyer, Authority Member

DocuSigned by:

Richard Lee

Richard Lee, Authority Member

DocuSigned by:

Wes Martin

Wes Martin, Authority Member

Signed by:

Randy Neatherlin

Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Signed by:

Kevin Shetty

Kevin Shetty, Authority Member

Sharon Trask, Authority Member

DocuSigned by:

ATTEST: *Tracy Becht*

Tracy Becht, Clerk of the Board

DATE: 11/25/2024

**Mason Transit Authority
Minutes of the Regular Board Meeting
October 15, 2024
Virtually and at
MTA Belfair Park & Ride Conference Room
25250 NE SR3
Belfair**



OPENING PROTOCOL

1. CALL TO ORDER: 1:00 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present at Belfair: Board members Eric Onisko, Chair; John Sheridan, Vice Chair; Ryan Spurling and Sharon Trask.

Authority Voting Board Members Present via Zoom: Randy Neatherlin.

Authority Voting Board Members Not Present: Wes Martin, Cyndy Brehmeyer, Richard Lee

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present at Belfair: John Piety

MTA Staff present at Belfair: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Lissa McClanahan, Finance Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

Others Present at Belfair: Rob Johnson, Legal Counsel.

3. PUBLIC COMMENT – No member of the public attended the meeting in person. None present in the conference room or on-line.

[Board member Shutty arrived at 1:06 pm establishing quorum.]

4. APPROVAL OF AGENDA

Moved that the agenda for the October 15, 2024 Mason Transit Authority (MTA) regular board meeting be approved as presented. **Neatherlin/Spurling. Motion carried.**

5. CONSENT AGENDA

Moved to approve Consent Agenda item A and B as follows and as presented:

- A. September 17, 2024 MTA regular Board meeting minutes.
- B. Payments of September 5, 2024 through September 24, 2024 financial obligations on checks #39009 through #39109, as presented for a total of \$724,104.46.

Trask/Shutty. Motion carried.

6. ACTION ITEMS

6A. Contract with Public Relations Firm. Jason Rowe, Operations Manager, described the process in seeking a public relations firm. He also indicated that Berg Marketing has been MTA's public relations firm for the previous two years and before that it was JayRay. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-10 authorizing the General Manager to sign and execute the Terms and Conditions Agreement in the amount of \$84,000 for 24 months between Berg Marketing Group and Mason Transit Authority. **Trask/Shutty. Motion carried.**

[Vice Chair Sheridan arrived at 1:11pm]

6B. Approval for Arctic Wolf Renewal. Amy Asher, General Manager, provided the history regarding MTA's decision to invest additional funds in risk prevention and cybersecurity and that it continues to be more cost effective than purchasing excess cyber insurance coverage. **Moved** that the Mason Transit Authority Board approve the purchase of cybersecurity protection licensing and services from Right! Systems Inc. in the amount of \$46,405.15 and authorize the General Manager to sign the renewal quote between Arctic Wolf Networks, Inc. and MTA. **Spurling/Trask. Motion carried.**

7. DISCUSSION:

A. First Discussion of 2025 Budget. Ms. Asher opened the discussion with the Board members by noting that she will be bringing more line items at the November meeting as that information is still being gathered. Ms. Asher also indicated that assumptions continued to be on the conservative side through 2025 due to it being an election year and global events. MTA budgeted a 3% sales tax increase in 2024 and plans for a conservative 2% for 2025 after meeting with the MTA Board finance committee. She also factored in a 3% COLA for the non-represented employees, keeping in line with the represented employees of operators and maintenance employees. Ms. Asher also indicated that a new contract will be negotiated for the represented maintenance employees in 2025.

Ms. Asher also cautioned that there could potentially be a grant revenue decrease if Initiative 2117 passes. This funding currently provides \$3M each biennium through transit-supported grants. Funds will be here for this biennium, but not sure what will be happening for the next biennium.

Ms. Asher also described the previously approved Board grant funding for MTA having youth riders ride fare free. She revisited the cost to MTA of collecting fares and that it exceeds the low amounts of fare collected. It is her recommendation that MTA continue to remain fare-free for the additional following reasons: It places less risk to the Drivers to have conflicts with passengers to collect the fare and the dwell time to collect the fares. Except for Kitsap Transit (due to its size), other neighboring transit agencies are fare free.

Ms. Asher also addressed that the cost for insurance plans for employees increasing in 2025. MTA does not plan to add additional staff in 2025. MTA is budgeted for 45 operators.

B. First Discussion of 2025 MTA Regular Board Meeting Calendar. Ms. Asher discussed the April and October regular meetings are customarily held in Belfair or other areas. The Board asked that staff explore other remote meeting locations such as the Timberland Library

or other community areas in Hoodspport, such as the Lilliwaup Community Center and Skokomish Indian Tribal Community Center.

The Board agreed to keep the Board meeting time to be 1:00PM in 2025.

8. STAFF REPORTS

- **General Manager.** Ms. Asher shared that a survey was distributed to determine whether employees wanted to resume having one annual meeting in which all employees gathered on a Sunday or have smaller events. Just over ½ of the employees chose a smaller event with Managers. There has been great dialogue between employees/drivers and Managers. This month, great information exchanged with Maintenance and operators.
- **Finance.** Sales Tax is up over last year, and MTA is on track to meet budget goals. Although Ms. Asher wanted to wait until the audit was completed to submit for operating reimbursements, WSDOT wants MTA to submit reimbursement now, which has been done. Fuel costs are coming in lower than budgeted.
- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, shared the Maintenance team is half-way through the propane conversion and decals are being added on back of buses noting use of renewable diesel. Mr. Bolte also discussed the RTA training he attended in Atlanta, GA, where 300 other Fleet Managers attended. It was a great way to learn how other fleets operate. He felt that because MTA's team is so diverse, it is a great advantage. The training was well worth the time. The last cutaway is expected to arrive on October 16.
- **Operations.** Jason Rowe, Operations Manager, shared that ridership continues to increase across the board. He thanked the Board for approving the additional dispatcher. The newly hired dispatcher is bilingual and Mr. Rowe is looking forward to her being a part of the dispatch team. Next week the new driver class will be taking their CDL exams. Lisa Davis and Bryan Pentland are a cohesive team, and this training session has been the quickest yet.

9. COMMENTS BY BOARD: [None.]

10. UPCOMING MEETING

Mason Transit Authority

Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

Regular Meeting

November 19, 2024 at 1:00 PM

Moved that the meeting be adjourned.

11. ADJOURNED: 1:41 PM

